



City of Austin - JOB DESCRIPTION



Associate Court Case Manager

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	12169	Salary Grade:	MC8
Approved:	November 14, 2006	Last Revised:	

Purpose:

Under general supervision, works in conjunction with other Court personnel to perform a wide variety of semi-routine courtroom and administrative support duties following established policies and procedures.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provide court case management including filing, docketing, motions, and updating the electronic cases;
2. Contact defendants, parents, schools, other courts and/or social services regarding court appearances and non-compliance;
3. Research names, addresses, and phone numbers of defendants and families to facilitate contact;
4. Assist judge in courtroom, monitors and attends to juror needs and coordinates courtroom activity including maintaining order;
5. Generate complaints, prepare summons and subpoenas, and prepare paperwork such as defendant histories for use at appearance dockets;
6. Monitor cases for compliance and process cases in accordance with approved Court processes and procedures, including making pre-warrant phone calls and warrant or summons preparation;
7. Prepare cases for transfer to other courts as appropriate;
8. Attend court dockets and/or alternative sentencing programs as assigned;
9. Compile data/information for performance measures and/or reports;
10. Attend meetings/seminars to stay current in job practices;
11. Investigate and resolve routine procedural and operational problems;
12. Respond to requests from citizens regarding fines, trial and hearing dates, warrants, extensions, jail bond outs, posting of bonds, defensive driving, deferred disposition, and other information pertaining to court processes and policies;
13. Perform other duties as may be assigned¹

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Able to confront "difficult" clients in a firm yet respectful way.

Ability to work well under pressure with multiple tasks.

Willing to work as a team player.

Skill in establishing and maintaining good working relationships with other City employees and the public.

Able to communicate effectively both orally and in writing.

Ability to compile data.

Skill in establishing priorities of tasks according to their criticality.

Skill in operating a computer (keying and/or typing).

Minimum Qualifications:

Two years of higher education or court experience plus Two (2) years of related experience, preferably with youth services and/or a court.

A combination of equivalent education and/or experience may substitute for the minimum qualifications

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.